

LICENSED CHILDCARE MANAGER, False Creek Community Association – Temporary Part-time Position

This is a maternity leave interim position. The False Creek Community Association (FCCA) is a non-profit society that operates the False Creek Community Centre on Granville Island in partnership with The Vancouver Board of Parks and Recreation.

REPORTS TO: FCCA Board of Directors

LIAISES WITH: Parks Board Recreation Supervisor, Programmers, and Front Desk Staff; Vancouver Coastal Health; FCCA Board & Executive

Duties to include:

- Developing & monitoring annual budgets including fee & wage increases, and grants/subsidies for Pre-school, Out of School Care & licensed summer day camp programs
- Ensuring licensing compliance requirements for child care are followed
- Registering program participants & monitoring payment plans
- Overseeing related payroll
- Point of contact for support organizations including but not limited to Ministry of Children & Families; BC Centre for Abilities
- Hiring and supervising of Preschool teachers (2), Out of School Care workers (4), licensed day camp workers (5)
- Maintaining Association records relating to Licensed Childcare
- Reporting to FCCA Board, licensing agencies, granting agencies, and auditor

Qualifications/Skills/Abilities:

- School Age Child Care Certificate (or equivalent education)
- Current (OFA level1) First Aid certificate required
- Experience supervising and leading staff in a childcare setting
- Solid understanding of Child Care Licensing Regulations
- Strong communication, leadership, planning, organizational and time management skills
- Ability to work independently as well as part of a larger team, demonstrate good judgment, take initiative and lead effectively
- Proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Experience with program planning/administrative tasks an asset
- Familiarity with BC Labour Standards
- Clean criminal record check
- Experience working with parents and families
- Grant application experience an asset

- Familiarity with budgeting and financial planning/analysis
- Experience with Active Net an asset

Required Experience:

- At least three years' experience working with children, preferably in a Licensed Childcare environment
- At least one year's experience in a supervisory or management role

Employment Terms:

Position Start Date – Early January 2018

Position End Date – November 30, 2018

Salary – commensurate with experience

Application closing date – December 22, 2017

Please email your resume and cover letter to fccavancouver@gmail.com